

# PERSONNEL ADMINISTRATIVE INSTRUCTIONS

Subject: Leave Donation Program

## I. GENERAL:

The purpose of this procedure is to establish guidelines for the administration of a voluntary program of leave donation for city employees unable to work due to a non-job-related injury, temporary disability or illness, or illness or incapacity of a family member provided the injury, disability, illness or incapacity is the result of an unforeseen medical emergency of a serious and unplanned nature and, in the opinion of a licensed physician, is expected to last at least 20 consecutive working days after all accrued paid leave is exhausted. Periods of foreseeable temporary disability, such as the normal recovery period following childbirth or elective surgery, shall not be covered by the program. Employees shall be eligible for the program when they have met the city's eligibility requirements for leave usage and have exhausted all sick, annual, and banked leave for which they are otherwise eligible and upon approval of the department head. Donation of leave under the program shall be completely voluntary. City employees may donate either sick or annual leave under this program, however, leave received under the program shall be administered under the city's sick leave policies. Recipients continue to accrue all benefits while on leave under this program.

## II. ELIGIBILITY FOR RECEIVING DONATED LEAVE:

An employee shall have been serving in a permanent full-time position for a continuous period of thirty (30) calendar days before he/she is eligible to receive donated leave. Permanent full-time employees with a non-job-related illness, injury, or temporary disability which, in the opinion of a qualified physician, is expected to last at least 20 consecutive working days after the employee has exhausted all sick, annual, and banked leave are eligible to receive leave donations. Participants in the program must be able to provide reasonable assurance to the department head, in the form of medical documentation signed by a physician, that they will be returning to work. In accordance with the Personnel Policies Manual, the department head may also request medical documentation of incapacity.

## II. AUTHORITY FOR APPROVAL OF TIME OFF AND PARTICIPATION IN THE PROGRAM:

The department head, taking into account applicable personnel policies, will be the final approving authority for time off and participation in the program. The department head shall make two determinations in connection with this program: (1) he/she shall determine whether to approve the employee's absence from work, and (2) he/she shall determine whether to approve the employee's eligibility to receive donated leave. The second consideration shall be made based on available funding including the possible requirement to fill the recipient employee's vacant position with a temporary employee.

## IV. PROCEDURES:

A. Employees shall request sick leave in accordance with established leave policy.

- B. After approving an employee's leave under this program, the department head may, at the employee's request, place a notice in the City Manager's memo or issue other appropriate communications regarding the employee's need for leave donation. The notice shall include the department, name of the individual in need of the donation, (optional, a brief synopsis of the illness/injury), the number of hours needed, and the name and phone number of the payroll clerk or person in the recipient's department designated to coordinate leave donations.
- C. Prior to donating, it is the donor's responsibility to inquire of the recipient's department head or his/her designee about the number of hours needed by the requesting employee. Any donated hours not used by the recipient are non-recoverable.
- D. Donations are limited to 24 hours per payroll period per donor and must be donated in increments of eight (8) hours. The minimum donation shall be eight (8) hours.
- E. The donor shall complete Leave Application form No. 050-67, placing the name of the recipient and the number of hours donated in the "remarks" section. The leave form shall be submitted to the donor's department head.
- F. The donor's department head or his/her designee shall deduct the hours from the donor's record on the payroll voucher and forward the Leave Application Form to the recipient's department head. A copy of the leave form shall be retained in the donor's departmental payroll file.
- G. The recipient's department head or his/her designee shall add the hours to the recipient's payroll voucher on an as-needed basis. The donor's original Leave Form shall be forwarded to Finance along with the payroll voucher.
- H. All above actions must be completed prior to the beginning of the payroll period in which the recipient intends to use the donated leave.
- I. An employee shall not be credited with donated leave in excess of the period of eligible absence as approved by the department head.
- J. The recipient shall be required to use leave donated under this program in accordance with all policies prescribed for his/her pay status, position, and classification.

V. SPECIAL PROVISIONS:

Participation in the Leave Donation Program is voluntary. Employees are free to make the decision whether or not to donate.